



TOWN OF CARVER GRANT PROGRAM

Introduction:

The purpose of the Town of Carver Grant Program (TOCGP) is to support our local non-profits in aiding the Town's population.

The Town of Carver's program is funded by the taxpayer and funds are available up to \$5000.00 per applicant with a program cap of \$25000.00. Grants will be awarded through the Finance Committee for the Town of Carver.

The Town of Carver's Program is intended to assist the residents of Carver in services provided by the applicant. The program requires at least 75 % of the total grant money directly impact Carver residents.

Eligible organizations:

The Town of Carver Grant Program (TOCGP) awards grants to projects or programs within Carver Massachusetts. To be eligible you **must** be a **501 (c) (3) organization**, whose interests are consistent with the goals of the Program. The Program will not consider grant proposals for retroactive funding of projects already completed or that will not impact Carver residents.

Types of projects preferred:

Projects with significant involvement in our community who need assistance by the program your organization provides. (For example, a project focusing on prevention of adolescent pregnancy should involve current or former teen mothers, or youth at risk for pregnancy. Projects in which 50% or more of the applicants are affected by the health problem will be given preference over those with less substantial involvement by the target population.) Projects that encourage collaboration among community members and organizations are also given priority.

Types of projects not eligible:

The following projects are not eligible: A) direct subsidy of care for the medically indigent; B) direct subsidy of existing services by community organizations; C) projects identified with political parties of any kind; D) projects sponsored by a for profit organization; E) organizations that practice discrimination of any kind; F) general contributions to capital campaigns; G) operating deficits or retirement of debt; H) endowment programs; I) construction projects or real estate acquisitions and J) funding general operation budget,

Application procedure:

Applicants should complete and submit a grant proposal. The proposal requests detailed information about the need for the project, its goals, plan of action, and a budget. The proposal should be accompanied by history of any previous grant from Carver, dates and amounts. **Program begins September 1 in the current fiscal year and all applications must be received no later than April 30 in the current fiscal year. All grant funds will be disbursed in the next fiscal year beginning July 1.**



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Grant application and instructions:

Must be a 501 (c)(3) Organization:

Grant Amount Applied For \$ _____

Tax ID: _____

Organization: _____

Address: _____

Mailing (if different): _____

Phone Number: _____ Fax: _____

Project Title: _____

Contact Person: _____

Email: _____



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Review process and evaluation criteria:

Submissions will be reviewed by the Finance Committee in the Town of Carver. Applicants will be asked to appear and describe their program request. A decision on the outcome of the application will follow this interview while in attendance.

The following criteria will be used to evaluate proposals:

- **Significance** - How many residents of Carver will benefit? How long has this program been in place?
- **Action plan** - How well defined is the action plan? How closely tied is the action plan with the stated goals?
- **Likelihood of success** - How feasible is the project in terms of time, budget requests, and available resources?

Project goal: List the broad goal(s) of the proposed project:

Significance: Indicate how the Grant will assist the residents of Carver.

Budget: Please provide your annual operating budget summary and the towns you now provide assistance to



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Memorandum of Agreement (MOA):

- Agreement between the grant applicant and TOCGP, the grant sponsor. The applicant will be asked to sign and submit a copy of this agreement after approval.
- On behalf of the organization, I/we will give TOCGP a report of how the funds were allocated and what was accomplished no later than **June 30 , in the fiscal year funding was received** (The applicant organization will return toward the end of the grant year to show accomplishments and accounting as to how the funds benefited Carver residents.)
- On behalf of the organization, I/we will spend the money we receive only on things I/we said would be in our proposal. If changes are needed I/we will contact TOCGP first in writing.
- On behalf of the organization, I/we authorize the TOCGP Finance Committee Chair, Carver Select Board Chair, or Carver Town Administrator to inquire as to how the grant is helping Carver.
- If our program is youth focused, I/we will ask youths to be involved in making decisions about the project, and how their involvement impacted the program.
- On behalf of the organization, my signature shall indicate that I'm the one who has the right to enter into contracts with the TOCGP for my organization.

Please Sign Here: _____ Date: _____

Print Name: _____ Title: _____

Organization Name: _____

Address: _____

Mailing (if different): _____

Phone: _____ Fax: _____

Email: _____

For Finance Committee use only:

Approved _____ Denied _____ Vote of committee _____ Amount \$ _____

Committee Chairman _____ Date _____

**Send to: Town of Carver Grant Program, Attn. Finance Committee Chair
Carver Town Hall
108 Main St., Carver, MA . 02330**